

eJournal of Public Affairs (EJOPA) | Memorandum of Understanding

1. **Call for Submissions:** Guest Editors (GE), with assistance from EJOPA Editors, will develop a Call for Submissions document, which should include estimated deadlines for submissions and publication. Generally, we require 3-5 scholarly articles, subject to blind reviews, to move forward on a publication. EJOPA editors may consider exceptions to issue structure depending on the focus and scope of submissions.
2. **Guest Editors (GE) will work with EJOPA Managing Editor (ME):** Guest Editors should be prepared to recruit articles and other materials for submission. It sometimes becomes necessary for Guest Editors to provide reviewers due to the nature of their special themed topic. All steps are overseen by the ME.
3. **Assign Reviewers:** Everyone will receive notifications of submissions. Guest Editors will work with the Managing Editor to decide if the article is acceptable for review. Guest Editors will provide recommendations to assign one Reviewer and the Managing Editor will assign one Reviewer.
4. **Editorial Decision:** After both reviews are received, Guest Editors and the Managing Editor will discuss and determine how to proceed with the article. In some cases, Guest Editors may be asked to contact the author(s) and discuss the editors' decisions in collaboration with the ME.
5. **Updates:** Based on the number of submissions received, EJOPA staff and Guest Editors will provide email updates and/or phone conferences. For example, an email update from the Guest Editors every other Monday while there are sporadic submissions. However, when close to publication or several articles are in various states of review and editing, weekly phone conferences may be required for all parties.
6. **Copy Editing:** EJOPA staff is responsible for all copy edits, which average about three days per article.
7. **Opening Essay:** Guest Editors will write an opening essay/editorial that describes the special topic. e.g. "What does the scholarship say about the special topic? "How do institutions, government or educational, respond to the issue?" A brief outline of materials included in the issue will be provided. GEs will work with (ME), which should include a draft sent at least two weeks prior to publication.
8. **DOIs:** The eJournal of Public Affairs will process DOI registration.
9. **Editorial Decisions:** All editorial decisions, content, and layout decisions are subject to approval from EJOPA Editors.
10. **Estimated Timeframe:**
 - Call for Submissions: 3-6 months prior to Submission Deadline
 - Submission Deadline: Determined by all parties
 - Assigning Reviewers: Editors will strive to assign reviewers within a week of receiving a submission
 - Reviewer Acceptance: Reviewers will have 1 week to accept or decline the request to review, if no response or reviewer declines, editors will assign another reviewer
 - Review Deadline: After accepting, reviewers have 2 weeks to complete review. Editors should follow-up weekly to track and ensure progress, contacting reviewers, editors, and authors as needed
 - Editorial Decision: Within 1 week after receiving both reviews, editors will consult and contact author(s)
 - Author Response to Editors' Decision: To be determined by all parties
 - Copy Editing: 3 days per article
 - Opening Essay: 2 weeks prior to publication

Guest Editor(s): _____

Topic/Title: _____

EJOPA Editors: _____